

# PAVENHAM VILLAGE HALL ASSOCIATION HIRING AGREEMENT

This agreement is made on the date (8) and between Pavenham Village Hall Association (1) and the hirer (2) detailed below whereby in consideration of the sums mentioned (7)

The Association agrees to permit the hirer to use the premises and facilities (4) for the purpose (3) and for the period(s) (5) all described below

1	Pavenham Village Hall Association <b>Registered Charity No - 30055</b>	Bookings Secretary - Mrs Linda Brown 15a Close Road, Pavenham, Bedford. Tel: 07491 428128 email - <a href="mailto:words63@hotmail.co.uk">words63@hotmail.co.uk</a>
2	Name of hire  Name of Organisation (If applicable)  Address   Telephone  Email Address	<div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px;"></div>
3	Purpose of Hire	<div style="border: 1px solid black; height: 25px;"></div>
4	Premises & Facilities Required Main Hall/ Committee Room etc	<div style="border: 1px solid black; height: 25px;"></div>
5	Date (s) of Hire Hours	<div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; display: flex; justify-content: space-between;"> <span>From:</span> <span>To:</span> </div>
6	Estimated No of persons attending  Hire Fee  <b>£250 Cleaning/Damage Deposit</b> (Repayable within 28 days of hire end)  <b>Total Payable</b>  Less £25 holding deposit (to be enclosed with the completed agreement, non refundable)  <b>Balance to pay</b> (no later than 14 days prior to hire date)	<div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 25px;"></div>

**(Cheques should be made payable to 'Pavenham Village Hall')**

**Bank Details                      Natwest                      Sort - 60 02 13**  
**Account - 08012229**

The hirer (not being a person under 18 years of age) agrees with the Association to be present during the period(s) of hire and to perform the provisions and stipulations contained or referred to in the Standard Conditions of Hire and the Schedule of Special Conditions and the Premises Licence Conditions for the time being in force. All of which are detailed in the current 'Hirer's Handbook and have been and understood by the hirer.

8                      Signed by the Hirer  <div style="border: 1px solid black; width: 200px; height: 20px; margin: 0 auto;"></div> Date <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	Signed on behalf of Pavenham Village Hall Ass  <div style="border: 1px solid black; width: 200px; height: 20px; margin: 0 auto;"></div> Date <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>
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